

Virginia Department of Education  
21<sup>st</sup> Century Community Learning Centers (CCLC) Grant

---

Step By Step Instruction on The  
2007-2008 *Request For  
Proposals Application*

June 13, 2007  
21st CCLC Request For Proposals  
Technical Assistance Workshop

# Annual Competitive Application Process and Timeline

---

Activity	Deadline
Announcement in superintendents memo	May 18
Technical assistance workshop	June 13
Deadline to submit	July 23
Peer review process	Aug 6
VDOE review and Notification of Grant Awards	Oct 2

# Virginia 21st Century Community Learning Centers Web Page

[VDOE, 21st Century Community Learning Centers.htm](#)

---

- [Application Guidelines, Instructions, and Assurances](#)  
(Word format)
- [Application](#) (Excel format)

## *Guidelines, Instructions, and Assurances*

### **GUIDELINES**

---

- Pages 1 through 8
  - Purpose, application package, # of awards and period
  - Eligible applicants, review of proposals, students and families served, authorized activities, implementation, location(s)
  - Principles of effectiveness, scientifically-based research
  - Priorities ~ absolute and competitive
  - Performance indicators

## *Guidelines, Instructions, and Assurances*

### *INSTRUCTIONS*

---

#### A. Program narrative ~ Pages 8 through 14

##### 1. Sections 1 through 4

- Need for services
- Project design/services
- Management plan/budget
  - Budget narrative
  - Budget summary
- Evaluation ~ covered in detail in later session

## *Guidelines, Instructions, and Assurances*

### *INSTRUCTIONS*

---

- **Miscellaneous Information ~ pages 13-19**
  - Collaboration and partnership information
  - Attachment A ~ statement of partners' participation and support
  - Instructions for printing
  - Additional information ~ Q and A, links to resources
  - Grant application submission and standards/format
  - Mail/hand delivery instructions
  - Grant application checklist

## *Guidelines, Instructions, and Assurances*

### **ASSURANCES**

---

- Appendix A ~ Assurances
- Appendix B ~ Expenditure Accounts Descr
- Appendix C ~ Public Law 107-110 Part B
- Appendix D ~ Non-Regulatory Guidance (excerpts), including Q and A

## Sections of the *Application* (Excel Format)

---

- A. Cover Pages (including abstract)
- B. Program Narrative ~ Sections 1 through 4
  - 1. Need for services
  - 2. Project design/services
  - 3. Management plan/budget
  - 4. Evaluation ~ covered in detail in next session
- C. Budget Narrative
- D. Budget Summary
- E. Afterschool Activity Template
- F. Collaboration and Partnership Information
- G. Attachment A ~ Statement of Partners' Participation and Support

# Cover Pages

---

- Applicant information (definition of applicant)
- Signatures
- Co-applicant
- School(s) to be served
- Accreditation status
- Free and reduced priced meals eligibility
- Number of students to be served
- Specific sites where project is offered
- Number of family members to be served
- Total amount of grant funds requested
  - Error checks throughout ~ cover pages, budget summary
  - Application must free of any error messages from edit checks
- Types of programs to be offered (check all that apply)
- Abstract
- Page numbering of entire application ~ must be printed as a workbook

# Program Narrative Notes

---

---

---

---

---

---

---

---

---

---

# Budget Narrative Notes

---

---

---

---

---

---

---

---

---

---

# Budget Summary Notes

---

---

---

---

---

---

---

---

---

---

## **Activity Template Notes**

### **Partnership Information Notes**

#### **Attachment A ~ Statement of Partners' Participation and Support Notes**

---

---

---

---

---

---

---

---

---

---

# Program Narrative Notes

---

---

---

---

---

---

---

---

---

---

# Additional Notes

---

---

---

---

---

---

---

---

---

---

# Virginia's 21<sup>st</sup> Century Community Learning Centers (CCLC) Web Page

Division of Instruction, Office of Program Administration and Accountability - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.doe.virginia.gov/VDOE/Instruction/comp.html#title4> Go Links

## Title IV: 21st Century Schools

### Title IV, Part B: 21st Century Community Learning Centers

- [Information](#)
- 21st CCLC Administrative Documents
  - Administrative Handbook 2005-2006 ([PDF Format](#))
  - Reimbursement Workbook 2004-2005 ([Excel Format](#))
  - 2005-2006 ([Excel Format](#))
  - Budget and Amendment Workbook 2004-2005 ([Excel Format](#))
  - 2005-2006 ([Excel Format](#))
- List of 21st CCLC Awards ([PDF Format](#))
- [21st CCLC Resources](#), Law and Guidance
- 21st CCLC State Advisory Group ([PDF Format](#))

**Regions I, III, VII, VIII**  
Duane C. Sergent  
(804) 371-2929  
[Duane.Sergent@doe.virginia.gov](mailto:Duane.Sergent@doe.virginia.gov)

**Regions II, IV, V, VI**  
Dr. Anthony Dursa  
(804) 371-7579  
[Anthony.Dursa@doe.virginia.gov](mailto:Anthony.Dursa@doe.virginia.gov)

**Title IV Administrative Support**  
Janet Farber  
(804) 786-3340  
[Janet.Farber@doe.virginia.gov](mailto:Janet.Farber@doe.virginia.gov)

## Title V: Promoting Informed Parental Choice and Innovative Programs

### Title V, Part A: Innovative Programs

- [Information](#)
- [Monitoring Instrument](#)

**Regions I, IV, VII, VIII**  
Duane C. Sergent  
(804) 371-2929  
[Duane.Sergent@doe.virginia.gov](mailto:Duane.Sergent@doe.virginia.gov)

**Regions II, III, V, VI**  
Diane Jay  
(804) 225-2905  
[Diane.Jay@doe.virginia.gov](mailto:Diane.Jay@doe.virginia.gov)

**Title V Administrative Support**  
Janet Farber  
(804) 786-3340

Internet 11:05 AM

## Questions and Answers

---

- If you don't spend all funds allocated within a certain timeframe, will you lose them or will they carry over to the next year?
- How do you respond to questions that ask about AYP status if the information is not available - for example, schools that didn't exist before or were reconfigured do not have data available. What data should be used?
- Would we consider the above schools to be accredited with warning?
- If we receive grant funds, are we allowed to charge the modest annual club membership fees (\$5)?
- How far can 2007 - 2008 school year fund spill over?
- If we have a person currently working P/T and receive grant funds can we make them full time and have the grant pay the 50% extra time?
- Is there a % for Administrative oversight that we are allowed to put in the grant budget?

*Good Luck!!*

Duane C. Sergent  
Education Specialist  
Virginia Department of Education  
Office of Program Administration and Accountability  
[Duane.Sergent@doe.virginia.gov](mailto:Duane.Sergent@doe.virginia.gov)  
(804) 371-2929